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# Inventing Your Own Goodbye.

## A Complete Guide To Organising Your Life For Your Passing.

One of the greatest gifts you can give is peace of mind.

Peace of mind for your family that they have respected your final wishes.

At a time of high emotional distress the last thing that you would want to do is cause heartbreak, anguish and tears.

And by completing this guide to your last wishes you will demonstrate your care and concern for your loved ones.

As well as celebrating your life how you would wish it to be remembered.

[www.SolicitorsInBournemouth.com](http://www.SolicitorsInBournemouth.com)

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## **Inventing Your Own Goodbye**

When I was an Articled Clerk (Trainee Solicitor) in the late 1980's, I met the son of a recently deceased client of the firm where I was working.

He gave me a death certificate and I was able to discuss with him the terms of his late father's Will, as he was the named executor.

As we considered the Will, the son asked what his father's funeral wishes were. I told him the Will read "**I desire to be buried**".

"Oh" he replied, "*we cremated my father yesterday*".

## **Inventing Your Own Funeral**

**How To Organise Your Life For Your Final Goodbye.**

**This is a manual. It is meant to be used. One day.**

When it's time, this manual will make it easier for others to deal with your affairs. It explains the type of funeral you want, how to tidy up your estate, and who gets your precious belongings that aren't in your Will.

There will almost inevitably be loose ends when you pass. And there will be complications.

By completing this manual those complications will be reduced and your executors and family will thank you for making their decisions so much easier.

The manual asks questions that you probably have never thought about. The answers you write down are a way of telling your family and executors what they should do when you pass away.

The time of your passing will be emotionally draining. Help your loved ones through it.

**This Manual Is Not A Substitute For A Will.**

A Will is about what happens to your finances, possessions and dependents.

Who receives any part of your estate comes down to what's written in your Will.

It's vital that you have an up to date Will that takes your personal circumstances into account.

[To organise your Will please call me, Paul Solomons on 0844 874 5377](#)

## **What will happen if I don't make a Will?**

### **Everything Is Given Away According To Ancient Laws Of The State When You Die "Intestate".**

There are certain rules that dictate how your assets will be allocated.

This may not be the way that you would wish your money and possessions to be divided out.

It is hard to imagine the unnecessary **confusion** and **distress** caused when people die without making a Will and these circumstances are often an ideal breeding-ground for **family disputes**.

There's no better way of organizing your Will than getting a Solicitors to write it for you.

Solicitors are experts, keep up to date with changes in the law, are heavily regulated and insured.

They will also help you choose your executors (or act as one of them). They will be knowledgeable about the whole process and will professionally and ethically guide you.

This manual does not replace a Will. Its aim is to ensure you answer questions that are relevant before you pass away. And raise any issues that might need further professional help from solicitors. It's like a health check for your passing. If you pardon the irony.

### **How to complete this manual.**

You don't have to fill in this entire manual if you don't want to. Ultimately the more you do complete the easier it will be for others.

It will be important to review what you do write in this manual from time to time. Your views may change.

And it's wise to keep it in a safe place. Give a copy to your executors and to your solicitor.

## **Letting People Know You Have Passed Away.**

When you pass away one of the things that your executor has to do is let people know you have passed.

It's likely to be a very stressful time. Anything you can do to make it easy for others on the day of your death will help enormously.

If you are like me your address book probably isn't up to date. You may have contact details stored on a mobile phone, on your computer, and in email address books. You may do a lot of communicating via Facebook or MySpace or LinkedIn. You may send out cards for Xmas, birthdays and anniversaries.

Someone trying to find all your contacts, friends and colleagues will have a terrible time doing it unless you make it easier for them.

You don't have to list every contact you have had over the last 30 years. Create a communications "tree". Think of your contacts as the trunk. As long as you have a

good 20 contacts forming the trunk they are likely to let the branches know of your passing. And the branches will let the leaves know. And so on.

The easiest thing to do is to get an address book and write down your 30 contacts. Include their name, email address, phone and mobile phone numbers.

Add on to your contacts your doctor, dentist, employer, Council tax, and you may want to add any membership organizations you belong to such as a health club, National Trust, AA etc.

Add any username/passwords to social network sites and email accounts you have. These can be closed or kept open for a while to make sure there is no outstanding communication that needs doing.

If you don't have an up to date address book please record the details of the people you want informed first of your passing.

Fill in the list below for your Executors;

In the event of my passing please contact the following;

Contact	Telephone	Mobile	Email	✓ Done
Employer				
Doctor				
Solicitor				

Notes

## **What Arrangements Would You Like For Your Funeral?**

Funeral arrangements are very personal. My grandmother wanted a carriage, four beautiful black horses and a church service. Apart from that, my grandfather didn't have a clue. And he wasn't in a fit state to second guess anything.

The best person to arrange your wishes is you. You know how you want your funeral to be. What people should wear. What music you would like to be played.

If you don't let people know before your passing you can guarantee it will lead to something that does not reflect your life

Loved ones may disagree on what they think you wanted.

You can prevent all of this. It's possible to get the funeral you want which will free up the executors to do other things.

And you can even pay up front, allowing everything to be taken care of, (at today's prices).

Funeral services can be complicated or simple. Lavish or spartan. Traditional service or civil funeral service.

Whilst there is a lot of choice one thing is certain.

Please remember that mourning your passing is an important part of saying goodbye for family and friends.

So if you do opt for a Civil Funeral service it may still be a good idea to have a memorial service as some point too.

One you have passed away the choices become more complicated unless you fill in the details in advance.. Because someone is being forced to make them on your behalf. And they may feel under pressure to “give them a good send off”. Relieve them of this burden by writing your wishes down below.

And remember to write down things you specifically don't want!

These are the arrangements I would like for my funeral.

Question; Would you like to leave your body to [medical science for the study of anatomy](#)?

- Yes
- No

Question; If Yes to the above, have you filled out a consent form and if so, is it kept with your Will?

- Yes
- No – (Please specify where is it kept)\_\_\_\_\_

Would you like a Traditional Funeral Service, a Civil Funeral Service (non-religious) or an alternative funeral.

Your Answer;\_\_\_\_\_

Question; Have your chosen which funeral services company you want to use? (Tick the answer).

- Yes
- No

If Yes please give details of the company and any reference number.

\_\_\_\_\_  
\_\_\_\_\_

If No please say who from your family or friends should choose the company to organize your funeral service.

I would like...\_\_\_\_\_ to choose the arrangements. (Please ensure they are in your contacts list).

If you have a pre-paid funeral plan where is the information kept (Receipt/confirmation/reference number)

\_\_\_\_\_

Unless you have pre-paid your funeral expenses the fees are likely to be paid from your estate.

Question; On a scale of 1 to 10 with 10 being the most expensive and 1 being the least expensive

How much do you want spent on your funeral?\_\_\_\_\_

Question; Do you want to be buried or cremated?

- Buried
- Cremated

Question; How would you like your coffin to be carried?

- In a hearse
- In a horse-drawn carriage
- By another means...(specify)\_\_\_\_\_

For alternatives you can visit

<http://www.funeralinspirations.co.uk/information/Funeral-Transport.html>

Question; Do you want your close family to be transported in limousines?

- Yes
- No

Question; Do you want your coffin to travel on a particular route?

Yes, (please specify)\_\_\_\_\_

\_\_\_\_\_

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Question; Have you bought a coffin already? Who is supplying it? (Give details).

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Question; Do you want relatives to be view your remains?

- Yes
- No

Question; Do you want to exclude anyone from viewing your remains, if so, who?

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Question; Do you want any mementoes/belongings placed in your coffin? (Some items are not allowed for natural burial sites and cremations – please check with your funeral company) Include any items of jewellery you wish to wear.

List the items  
here; \_\_\_\_\_

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Question; Are there any particular clothes you wish to be buried in?

If Yes, please  
specify \_\_\_\_\_

Question; Is there a newspaper where you want your passing to be announced?

If yes, which  
one/s \_\_\_\_\_ -

Do you want any particular flowers to be used at your funeral?

If yes which  
ones \_\_\_\_\_



Question; Would you prefer mourners to donate to charity or send flowers?

If donations to a charity, which  
one/s \_\_\_\_\_

Question; Would you like a form of commemoration? For example a bench, a prize for your golf club or a tree?

If yes, please specify what and where  
\_\_\_\_\_

Question; Do you want your coffin to rest in your home the night before the funeral?

- Yes
- No

Question; Where do you want your funeral and/or memorial service to be held?

\_\_\_\_\_  
\_\_\_\_\_

Question; Do you want a private service for close family and friends only?

- Yes
- No

Question; Is there someone in particular that you want to hold the service?

E.G a certain priest or vicar or religious person?

Please specify \_\_\_\_\_ -

Question; Do you know want anyone in particular to be the pallbearers? (Six or eight people).

Please name  
them \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Question; Is there anything you want on top of your coffin whilst the service takes place? For example, flowers, photo,

Please specify \_\_\_\_\_  
\_\_\_\_\_

Question; Are there any poems, quotes or anecdotes you wish to be read at your funeral?

Please Specify \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What music or hymns would you like to be played at your funeral? It could be traditional, classical, or pop music.

It could be recorded, sung by a band or played by the organist if in a church.

Remember music sets the mood for the service. So consider how you want people to feel!

Write your list here;

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you want mourners to be in traditional black clothing or would you prefer something more colourful?

Write your wishes here

\_\_\_\_\_  
\_\_\_\_\_

Is there someone in particular you would like to carry out the eulogy?

If so, who is it? \_\_\_\_\_

Are there any things you want them to include? Anecdotes, people, achievements, memories?

If there are please write them here \_\_\_\_\_

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Order of service.

If you have a preference please write down the order of service.

Entrance music \_\_\_\_\_

Introduction \_\_\_\_\_

Reading 1 \_\_\_\_\_

Music \_\_\_\_\_

Reading 2 \_\_\_\_\_

Eulogy \_\_\_\_\_

Commendation \_\_\_\_\_

Exit music \_\_\_\_\_

Burial Ground

Do you wish to be buried in a church cemetery? In which one?

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Do you wish to be buried in a woodland, or natural grave? If so where? For advice on this click [here](#)

Or visit <http://www.nativewoodland.eu/>

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Have you already bought a plot or is there one available?

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What is the plot number?

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Where is the documentation to prove this?

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Do you wish to have a headstone?

- Yes
- No

What would you like to be on your headstone?

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At the interment is there anything special you would like to happen?

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### Cremation

Is there are particular crematorium where you would like to be cremated?

If yes, which one? \_\_\_\_\_

What would you like to happen to your ashes? For example, scattered or kept in an urn?

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Where would you like your ashes to be scattered?

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Following the scattering of your ashes do you wish a ceremony to be held?

If yes, what would you like?

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If you wish you can have a plaque placed at a crematorium or cemetery.

Which cemetery or crematorium would you like your plaque at?

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What would you like to have on your plaque as an inscription?

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After the funeral

Would you like your mourners to meet after the funeral?

If so, where \_\_\_\_\_

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Is there anything else that you would like to give your mourners as a remembrance?  
For example a copy of a photo/book?

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Is there a particular hotel/motel/guest house where out of town mourners should stay?

### **Medical Decisions**

Are you an organ donor? Please tick.

Yes

No

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If yes, where is your organ donor card kept?

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Have you made a Power of Attorney?

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If yes, where is it kept?

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**Your Will**

Have you made a Will? Please tick.

Yes

No

If yes is your Will held at your solicitors office?

Yes

No

If yes please give the details of your solicitor

Name\_\_\_\_\_

Firm's Name\_\_\_\_\_

Address\_\_\_\_\_

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Phone\_\_\_\_\_

Email\_\_\_\_\_

If your Will is not with your solicitor's office where is it?

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Please give the details of all your Executors. Give their name, address, and telephone numbers.

Executor

1\_\_\_\_\_

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Executor

2\_\_\_\_\_

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Executor

3 \_\_\_\_\_

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Executor

4 \_\_\_\_\_

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It is a good idea to let your Executors know where your Will is kept.

It is also a good idea to let your Executors know where this book is kept once you have completed it.

### **Your Finances**

Your Executors will have to apply for probate to the Probate Registry Office.

This means they will have to declare the sum of all your assets, money and possessions minus

Any debts you have. This includes property details and it means an estate agent will have to provide a valuation of your home/s.

As tax, mortgages, pensions, loans, life insurance, bank accounts, credit cards etc is by nature complicated it is very useful to help

your executors as much as possible in these matters.

Your executors will need all the original documentation so it makes sense to keep this in a file which can be easily found.

Where is this documentation to be found in your home?

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List the property that you own (including second homes)

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Where are the deeds to these properties kept?

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There follows a list that it may be helpful if you complete.

Remember that you may have online accounts such as PayPal, EBay which you might need

To leave passwords and usernames for. (You have to keep these separate for security).

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Finances	Details/Location of documents	Useful Information	Done
Accountant			
Bank Account 1 (Branch only)			
Bank Account 2 (Branch only)			
Mortgage Provider			
PEP's/ISA's			
Bonds			
Hire Purchase			
Endowment			
Credit Card 1			
Credit Card 2			
Endowment			
Shares/Broker			
National Insurance Number			
Tax Office Reference			
Outstanding Loans			

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	Details/Location of documents		
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Gas/ Electricity			
Water Rates			
Council Tax			
Telephone			
Mobile Telephone			
Internet Provider			
Satellite TV			
Email Username			
Club Membership			
Store Cards			
Home Building Insurance			
Home Contents Insurance			
Health Insurance Policy			
Life Insurance Policy			
Dental Care Policy			

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	Details/Location of documents		
Pet Insurance			
Vehicle Insurance			
Car Log Book			
Car HP Agreement			
Passport			
Driving Licence			
Appliance Insurance			
Receipts for High Value Items			
Do you have items in storage?			
Catalogue companies			
Local Post Office			
Landlord			
Church/Religious Groups			
The <a href="#">Bereavement Register</a> and <a href="#">Deceased Preference Service</a> to remove the deceased's name from mailing lists and databases			

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Who has been appointed to assist in emptying your home of its contents?

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What should your executors do with your clothes?

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What should your executors do with your furniture?

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If you have a safe in your home you may want to give the code to your solicitor.

Are there any items in your household that don't belong to you?

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Are you owed any money by anyone? If yes, then please say who and write down where proof can be found.

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Do you have and guarantees for things like the boiler, central heating, or any building work?

If so, where can they be found?

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Children

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Specialist advice from a solicitor is desirable to protect children.

If your children are under 18 your solicitor should advise you to appoint guardians.

Guardians should be made aware of how you wish your children to be raised.

Please write down the full names of your children and their dates of birth.

Name \_\_\_\_\_ D.O.B \_\_\_\_\_

Name \_\_\_\_\_ D.O.B \_\_\_\_\_

Name \_\_\_\_\_ D.O.B \_\_\_\_\_

Name \_\_\_\_\_ D.O.B \_\_\_\_\_

Name \_\_\_\_\_ D.O.B \_\_\_\_\_

Please write down the names and contact details of Guardians.

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Numbers \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

Are the Guardians relatives to the children? If so, what is their relationship?

\_\_\_\_\_

Have you left any written instructions about the upbringing of your children?

If you have where are they?

\_\_\_\_\_

If not, please write your preferences here;

\_\_\_\_\_

\_\_\_\_\_

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Where can your children's birth certificates be found?

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Do you want to mention anything about your children here that you have not put in your Will?

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### **Your Furry and Feathered Friends**

If you have pets you need to make sure that someone looks after them properly when you pass.

Pets are as individual as people so it is sensible to write down here as much information about their care as possible.

What is your pet's name, pedigree (if any) and date of birth?

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Where is the documentation about your pet kept? (Is it in a marked folder?)

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Is there someone in particular you want to look after your pet when you pass?

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Is there someone you don't want to look after you pet?

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Is there a special brand of pet food for your pet or dietary needs?

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Does your pet have any medical needs?

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Do you have the vaccination certificates for your pet? Where are they?

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Does your pet have a regular vet? If so, what are their contact details?

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Is your pet covered by any type of insurance? Please give name and policy number.

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Does your pet go to a regular kennel/cattery or does someone else look after it when required?

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Please give details and contact information.

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**Any Other Business**

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You have helped your executors with this manual. And you have made life much easier for your Family.

You have had to think about a subject most people never even consider. But more than that, you have taken the time to really think about what is inevitable...your own passing.

There may be questions that you have now you have been through this process.

It would be a good idea to write down these questions below.

If you need further advice it may be wise to consult your solicitor. And please feel free to call us at [www.SolicitorsInBournemouth.com](http://www.SolicitorsInBournemouth.com) on **0844 874 5377**

In any case, your solicitor should hold a copy of this manual alongside your

Will and you should make your executors aware of this manual's existence and where to find it.

Finally, please sign, print and date this manual below.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

For any legal help from a solicitor please feel free to contact us;

Through the website [www.SolicitorsInBournemouth.com](http://www.SolicitorsInBournemouth.com) or telephone 0844 874 5377

Email [help@SolicitorsInBournemouth.com](mailto:help@SolicitorsInBournemouth.com)

If you don't have a [Will](#) please, please get in touch with us. Passing without a Will is a nightmare for families.

Whilst your last wishes can be fulfilled with this guide (and look at how many things you have never considered) imagine the chaos of passing without a [Will](#). Do the right thing and speak to an experienced solicitor today.